

National Chapter Activity Award Application Guide Sheet

This document has been prepared to assist local FFA Chapters in successfully completing the National Chapter Activity (NCA) Award Application. The NCA Application can be found at: <https://www.ffa.org/programs/awards/nationalchapter/Pages/default.aspx#>

Tips for Completing the Application:

1. Utilize the correct version of the application. Refer frequently to the NCA Handbook found on www.ffa.org and the Scoring Rubric.
2. On the application, if you are having trouble moving to the next line when typing: on PC's use Alt+Enter. On Mac's use Control+Option+Enter.
3. Make your application easy for judges to find the information identified on the Scoring Rubric. Lengthy descriptions are hard for judges to sort through. Judges see numerous applications, so the easier it is to find the components on the Scoring Rubric, the easier it is to judge. Bulleted/ numbered lists are easier to judge.
4. Make sure your description, goals, and results are realistic. It is acceptable to have unmet goals as long as a reason is given.
5. Make your application different by having unique, effective activities that impact students, your chapter, and your community.
6. Photos and captions can set apart an application. Follow the guidelines for this section of the application closely. Collage photos are NOT recommended.
9. Proper spelling and grammar are crucial to application success! Have another teacher proof read your applications.
10. SMART goals are a must!!! Specific, Measureable, Attainable, Realistic, Timely/Time Stamped. Remember 4 goals for each activity.
11. Use regular white paper and staple in the top left corner.
12. In the Plan of Action; address all 5 W's for EACH goal. Write the Plan of Action in "future tense".
14. Samples can be found at the end of the NCA Handbook.
15. Make sure you place an "X" correctly to indicate which Quality Standard an activity relates to.
16. Utilize the space provided when completing the application; blank lines look like you didn't do enough.